

Charitable Donation Requests Policy and Procedures

Neville Public Museum Foundation (Foundation) is committed to positively impacting the communities it serves by providing assistance to local schools, organizations, and charities. Non-profit charitable organizations and educational institutions may submit donation requests for up to one (1) event per year to be considered for a charitable donation by the foundation.

This Policy has been developed as a way to create consistency and fairness to organizations that ask for the Foundations' support. The Foundation reserves the right to determine which requests it will approve, and what item(s) it is able to donate. Items may include, but are not limited to, a family four pack of free passes, a one-year complementary family membership, or a behind the scenes tour.

Policy and Procedure

1. The Foundation places priority on giving to local qualified 501(c) 3 charitable organizations and nonprofit educational institutions.
2. All donation requests must be made in writing on the organization's letterhead, along with a "Charitable Donation Request Form" that can be downloaded from www.nevillepublicmuseum.org or obtained from the Foundation.
3. Mail or email all requests to:
Neville Public Museum Foundation
Attn: Donation Requests
PO Box 325
Green Bay, WI 54305
Email: Kathryn.Mason@browncountywi.gov
Phone: (920) 448-7874*
*Phone requests will not be accepted. You can contact the Foundation at the phone number above to obtain a "Charitable Donation Request Form."
4. All requests must be received at least four (4) weeks in advance of the date of the event for which you are requesting the donation.
5. The Foundation is unable to honor requests or make contributions to the following:
 - a. Donations to labor, social or political groups
 - b. Donations intended for resale
6. Donated items shall not be sold, auctioned or traded at any other event besides the event named in the Charitable Donation Request Form without the consent of the Foundation.
7. The Foundation reserves the right to request the return of any item.

Charitable Donation Request Form

Please read our Policy and Procedures form before completing the Donation Request Form. All areas MUST be filled out completely for us to process your request.

Please note the following:

- Submitting a form does not guarantee the request will be fulfilled
- A letter on your organization’s official letterhead must be submitted with this form. If you do not have official letterhead we will still accept.
- Requests must be received at least eight weeks prior to the date of the event
- Items donated are based on the discretion of the Foundation
- Decline requests: The requesting organization will receive notification indicating the request has been declined.
- Approved requests: The Foundation will mail your organization when a donation has been approved; passes or voucher will be included.

Organization Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Contact person Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Your position within the organization: _____

Is your organization a 501(c) 3 charitable organization? YES/NO

Briefly state the purpose of your organization: _____

Name of fundraising event: _____

Date of fundraising event: _____ Date of request: _____

Briefly describe how our donation will be used: _____

Please Note: A completed application is not an agreement to honor your request. A previous donation does not guarantee a donation will be offered again for a specific event or donation amount. Although we would like to support every worthwhile cause, we must focus our efforts on those that provide the most benefit to the communities we serve. We appreciate the time and efforts of your organization and wish you success with your event.

By signing this form, I agree to the Foundation's Charitable Policies and Procedures.

Signature of Requestor/Recipient of Item

Date

Submit this form, along with a request on your organization's official letterhead to:
Neville Public Museum Foundation
Attn: Donation Requests
PO Box 325
Green Bay, WI 54305
Phone: (920) 448-7874
Email: Kathryn.Mason@browncountywi.gov

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For Foundation Use Only:

Request Approved _____ Request Denied _____ If denied, reason: _____
